

Los Alamos National Laboratory — Supplemental Instructions

Section:	46	Quality Assurance
Subject:	46.1	Subcontract Quality Assurance

PURPOSE: This Supplemental Instruction (SI) is to define the procedures for processing quality-affecting procurements.

POLICY: The Laboratory will ensure that procured goods and services conform to the quality and quantity requirements of subcontracts. Procurement personnel will ensure that quality assurance (QA) requirements are adhered to in establishing and administering subcontracts.

SCOPE: This SI applies to all quality-affecting procurements.

DEFINITIONS:

Receiving Inspection Team The Receiving Inspection Team (RIT) is a service of the BUS Quality Support Team. The team provides a method of quality control through inspection of materials at the point of receipt prior to use and can be reached by requesters or procurement specialists at 5-6377 or 7-1378.

Quality Support Team The Quality Support Team (QST) is a service of ESH-14 designed to provide assistance to requesters and procurement specialists in ensuring that quality assurance requirements for procurements are identified, implemented, and achieved. The team may be reached at 5-1260 or 5-6377.

PROCEDURES:

Quality-Affecting Procurements The requester will determine whether a procurement is quality-affecting based upon the programmatic impact of the goods or services. A quality-affecting procurement is identified by the requester's checking of the "Yes" block on the *Purchase Request (PR)* (Form 838) (Rev. 1/95 or later) or by any other indication on the *PR* that QA applies.

Prohibitions — Items or services that require QA controls must not be procured using credit cards, local vendor agreements, or small purchase procedures.

JITs — If a Material Requisition (MR) will be used to order items under a Just-In-Time (JIT) subcontract, simple QA controls may be entered by the requester, or the customer service center for the requester, into the comments field of the MR screen. QA controls for a JIT subcontract are restricted to *Receiving Inspection, Certificate of Conformance, Certified Material Test Reports*, and identification markings, e.g., heat number, lot control number.

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PROCEDURES: **(cont.)**

Telephone Orders — Quality-affecting procurements may only be awarded as telephone orders when section IV: Certification and Documentation Requirements of the *QA Supplement* has been checked by the requester. Each block of the area titled "Certification and Documentation Requirements" under section IV must be identified as a separate line item on the order.

PR Review

If the QA block on the *PR* is checked "Yes," the procurement specialist must determine whether the *QA Supplement* (Form 838c) (Exhibits 46.1a and 46.1b) is attached.

If the *QA Supplement* is attached, proceed with the steps outlined below, *QA Supplement Review*.

If the *QA Supplement* is not attached, the procurement specialist must contact the requester and request that the form be submitted. The requester may contact the QST for assistance.

If neither "Yes" or "No" of the QA block has been checked on the *PR*, the requester must be contacted to determine which choice is correct and the *PR* updated. If QA does apply, the requester must complete and submit the form and/or contact the QST.

The procurement specialist may request assistance from the QST at any time.

QA Supplement Review

Section I — The procurement specialist must review section I: Qualified Suppliers, of the *QA Supplement*.

If the "Listing of qualified suppliers attached" block is checked, the procurement must be limited to the suppliers identified in the "Known Sources" field on the *PR* and/or on any separate documentation provided by the requester. Any additions or changes to the bidders' list will require authorization from the requester.

If the "Listing of qualified suppliers to be determined in conjunction with procurement personnel" block is checked, the procurement specialist must contact the QST for assistance. See SI 46.3, Subcontractor Qualification.

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PROCEDURES:

(cont.)

Section II — The procurement specialist must review section II: Acceptance Criteria, of the *QA Supplement*. When the requester has checked the "statement of work or specification attached" block, the procurement specialist must ensure that either a statement of work or specification is attached or is described in section II. This acceptance criteria must become an element, although not necessarily a line item, of the request for quotation.

Note: When the block has been checked, but the attachment is missing or the section II entry has not been completed, contact the requester or the QST before proceeding. When the acceptance criteria is not clearly defined, contact the requester or the QST.

Section III — The procurement specialist must review section III: Inspection Responsibility. When the "Requester" block is checked, Special Handling Code (SHC) "Q" be coded on the *Order Entry Document (OED)*. (See SI 4.15, Order Entry Document.) When the "Receiving" block is checked, SHC "7" must be coded on the *OED*. A copy of the *OED* and any supporting QA documentation must be forwarded to the RIT, M/S P274, when SHC 7 is used.

Section IV — SPC 677 indicating that the checked clauses in section IV apply to the subcontract must be included in the *Request for Quotation (RFQ)*. A copy of the last four pages of the *QA Supplement*, the Quality Clauses, must be mailed to the quoter with the *RFQ*.

Note: If Clause 26, *Suspect Counterfeit Fasteners*, is checked, the procurement specialist will contact the QST for the latest Suspect Fastener Headmark List to be sent with the *RFQ*.

RFQ

Each block of the area titled "Certification and Documentation Requirements" under section IV must be identified as a separate line item on the *RFQ* and in the subcontract.

Supplier proposals must be reviewed to ensure that no exceptions are taken to the *RFQ*. Any changes to the quality-affecting criteria, such as the QA documentation, must be coordinated with the requester prior to award.

Exception: Any changes to the *RFQ* that potentially may involve suspect/counterfeit parts or materials must be coordinated through the RIT.

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PROCEDURES:

(*cont.*)

Subcontract

The subcontract must include SPC 677, which incorporates by reference the applicable clauses identified by the requester in section IV of the *QA Supplement*. A copy of the last four pages of the *QA Supplement*, the Quality Clauses, must be mailed to the subcontractor with the subcontract.

RESPONSIBILITIES:

Procurement Specialist

The procurement specialist must

- Review the PR to determine whether the QA block has been checked or if QA is otherwise indicated;
- Contact the requester if the QA block of the PR has been checked "Yes" but the QA Supplement is not attached or if neither "Yes" or "No" has been checked;
- Include a note in the RFQ that incorporates by reference the applicable clauses identified by the requester in section IV of the QA Supplement;
- Coordinate with the QST and/or the RIT, as needed;
- Mail the "Quality Clauses" section of the *QA Supplement* with the *RFQ*;
- Code the *OED* with the appropriate Special Handling Codes;
- Include SPC 677 referencing the appropriate quality clauses; and
- Mail the "Quality Clauses" section of the *QA Supplement* with the subcontract.

Requester

The requester must determine whether a procurement is quality-affecting and complete and submit the *QA Supplement* with the *PR*.

QST

The QST will assist the requester and the procurement specialist in identifying, implementing and achieving the quality requirements of a subcontract.